

Family Day Care



Reviewed: 5 May 2023

DSS-023 Information Sheet – Family Day Care

What is a Family Day Care?

A Family Day Care is a child care service that is provided in a residential dwelling.

A Family Day Care provides education and care for **up to seven children** aged from birth to 13 years, including the educators' own children, in the educator's own home. Only four of the children can be below pre-primary school age.

Note: A family day care service that is an approved family day care service may provide education and care to children from a family day care residence or an approved family day care venue.

Family Day Care requirements are defined in the [National Quality Framework](#) which includes the *Education and Care Services National Law (WA) Act 2012* and the *Education and Care Services National Regulations 2012*. A [Family Day Care overview](#) is also available.

How do I become a Family Day Care Provider?

Family Day Care providers need to be registered as a Family Day Care Educator. This requires satisfactory completion of the registration and membership process through Family Day Care WA. Further details and requirements are available on the [Family Day Care WA website](#).

Providers will also need Shire Planning and Health Approval prior to being open for business.

Please note the Shire of Esperance has no involvement in the process to become a registered Family Day Care Educator.

What Shire approvals are required to run a Family Day Care Business?

	Health Services	Planning Services	Building Services	Family Day Care Educator Registration
Is Approval Required?	✓	✓	✗	✗

Should a resident of a dwelling wish to care for **more than seven children**, this is considered to be a Child Care Centre, which requires additional Planning Approval. For further details, please speak with the Shire's Business Support Team on 9083 1799.

Health Services Approval

There are two types of health approvals:

1. *Providing Food Supplied by Parents Only:* If you are only providing food to a child that has been provided by their parents, you need to notify the Shire's Health Services by submitting a [Food Notification and Registration Form](#).
2. *Providing Food Not Supplied by Parents:* If you are providing any food to children, not including food provided by their parents, you need to submit a [Food Notification and Registration Form](#). Fees Apply.

A Family Day Care that provide food for children are responsible for safe food handling practices and compliance under the *Food Act 2008*. To assist with the assessment, please provide a current menu plan.

On Inspection, a Shire Environmental Health Officer will check the following areas:

- Kitchen
 - Sufficient number of sinks with liquid soap and paper towels readily available.
 - In good structural condition, e.g. no scratches in the benchtops or damaged/exposed areas.
 - Clean and hygienic.
- Adequate space for food handling activities, preparation, cooking, serving, cleaning.
- The Proprietor has skills and knowledge in food safety – The Shire Health Services offers a free “FoodSafe Online” [food safety training program](#).
- If there are 6 or more children that are provided with food prepared by the operator at any given time, the operator will also need to have a Food Safety Plan as required per Food Standard Code 3.3.1.
- Adequate storage of food ingredients to be used for the family day care.
- Availability of a probe food thermometer and alcohol wipes.
- Availability of a food grade chemical sanitiser.
- Adequate pest control program.

Food allergy awareness resources are available on the [Shire website](#).

Planning Services Approval

Family Day Care is a land use defined as:

An education and care service that —

- (a) is delivered through the use of 2 or more educators to provide education and care to children;*
- and*
- (b) operates from 2 or more residences;*

The Shire of Esperance classifies a family day care business as an Incidental Land Use, which requires planning approval. To know if your residence falls under this Land Use, visit the Shire website, or call the Business Support Team.

The business owner will need to complete an [Application for Planning \(Development\) Approval form](#) prior to opening.

**For further information, please contact the Shire of Esperance Business Support Team
on 9083 1799 or email business@esperance.wa.gov.au**

Disclaimers:

In line with the Shire's recordkeeping requirements, please ensure that the information included on any application form is accurate and complete. Please also retain a copy of the completed form before submitting with the Shire as the form and any supporting documents will not be returned. The Shire accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using an application form or lodging an application form with the Shire.

This information sheet is produced by the Shire of Esperance in good faith and the Shire accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of May 2023 and prone to alteration without notification.